

~~CONFIDENTIAL~~

Chief, Management Staff

26 July 1956

Chief, Records Management Staff

Weekly Report - Week Ending 25 July 1956

1. Sixteen new and revised forms were completed.

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2. Mr. [REDACTED] has returned to active duty upon the completion of the BOC program. He is currently assigned to assisting the Security Office in implementing some of the recommendations made by our recent survey.

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3. Messrs [REDACTED] and I participated in the Agency Operation Alert program between the 20th and 25th of July. Preliminary appraisal of the program indicates that it was successful.

The Vital Materials Repository serviced approximately 1100 requests for records. The average time required to supply these records to the requestor was less than 10 minutes from the time of the request. The AD/ORR was particularly complimentary of the work performed by Mr. [REDACTED] and submitted a formal commendation for their services.

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The Operation Alert program afforded many officials of the Agency an opportunity to see for the first time the Records Center. They were quite complimentary of the operations and the physical aspects of the Records Center. Some of the key officials who visited the Center were General [REDACTED], General [REDACTED], and Mr. Wilhelm, Liaison Representative from the Bureau of the Budget.

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MgtS/RMS [REDACTED]:pat (7/26/56)

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